

**City and County of Honolulu**  
**Clean Water and Natural Lands Advisory Commission**  
**CLEAN WATER AND NATURAL LANDS FUND**  
**APPLICATION INSTRUCTIONS**

Completed applications must be emailed to [BFS.CWNL@honolulu.gov](mailto:BFS.CWNL@honolulu.gov)

**I. BACKGROUND AND APPLICATION INSTRUCTIONS**

**A. Purposes of the Funds**

The Clean Water and Natural Lands Fund (the “Fund”) of the City and County of Honolulu has seven purposes as stated in the Revised Charter of Honolulu 1973 (2017 Edition) (“Charter” or “RCH”), Section 9-204(2), the Revised Ordinances of Honolulu 1990 (“ROH”), Section 6-62, and Resolution 07-355 CD1. The Fund must be used for the City to purchase or otherwise acquire a City-owned real property interest in the land for the:

- Protection of watershed lands to preserve water quality and water supply;
- Preservation of forests, beaches, coastal areas and agricultural lands;
- Public outdoor recreation and education, including access to beaches and mountains;
- Preservation of historic or culturally important land areas and sites;
- Protection of significant habitats or ecosystems, including buffer zones;
- Conservation of land in order to reduce erosion, floods, landslides, and runoff;  
and
- Acquisition of public access to public land and open space.

**B. Process To Be Used By BFS In Formulating Recommendations to the Commission on Fund Expenditures**

*Overview*

The Department of Budget and Fiscal Services (BFS) will call for and accept applications throughout the year. Applications received will be valid for a period of 12 months.

BFS will accept applications requesting the use of funds, will review for compliance with application requirements, and will submit all qualified applications to the Clean Water and Natural Lands Advisory Commission ("Commission"), which will evaluate the applications. Upon completing its review, the Commission will forward its recommendations on proposed projects for funding to the City Council. The City Council will select and approve proposed projects by resolution. All proposals for uses of the Fund shall be processed consistent with this procedure.

## *BFS Review*

RCH Chapter 2, Section 9-204, 7:

“The Department of Budget and Fiscal services shall receive proposals for the use of funds in the Clean Water and Natural Lands Fund and shall submit qualified proposals to an advisory commission, which shall make recommendations to the council for approval. All proposals for uses of Clean Water and Natural Lands Fund shall be processed consistent with this procedure.”

### Criteria to be Used by the Department of Budget and Fiscal Services to Qualify Proposals

1. *Consistent with the Priorities of the City:* In consultation with the City administration, BFS will determine that the acquisition supports the goals and priorities of the City and provides a significant benefit to the people of the City.
2. *Meets Purposes of the Fund:* Must meet at least one of the purposes of the Fund as required by the City Charter.
3. *Clear Title:* Based upon a review of a current preliminary title report and the exceptions listed within report, the department will determine whether the property has clear title, including pendency of legal actions related to title, no liens, mortgages or other monetary encumbrances on the property that will not be released before closing, or any other issues unacceptable to BFS. Title Report required at closing.
4. *Fair Price:* Based upon a review of a current appraisal or another indicator of property value such as a real property tax assessment value report or a Broker’s Opinion of Value. BFS will determine whether the City will pay a fair price for the property, or believes that it can negotiate a fair price.
5. *No Excessive Operating Costs:* BFS will analyze any additional operating or maintenance costs that may result from the acquisition and will determine whether these costs are justified because of the value of the property to the City and will not place an undue burden on the City.
6. *No Excessive Liability:* BFS will analyze any potential risks including environmental hazards that may result from the acquisition and will determine that these risks are justified because of the value of the property to the City and will not place an undue burden on the City.

## *Commission Review*

The Commission will make recommendations to the City Council from the qualified applications submitted by BFS to the Commission based on a thorough review of the applications, deliberations and a determination of which properties best fulfill the purposes of the Fund.

## *Council Review*

The City Council will affirm or reject the recommendations of the Commission for funding that will be presented by Council resolution.

## II. APPLICATION PACKAGE CHECKLIST

Include the following required documents in the Application. Any missing required documentation, inaccurate information or incomplete applications may result in the delay in processing or rejection of the application.

- ☐ Completed Application, Signed and Dated
- ☐ General location map, which may include:
  - Topographic map (e.g., USGS quad map or Google Map) with project delineation
  - Tax Map Key Plat Map and Parcel Map (zoom in on plat map)
  - Land Survey Map and Surveyor's Report with description of any structures on the property, including size, location, use and condition.
- ☐ Property Photos - At least one, but not more than five photos OR a video of the property. (Upload or provide video link)
- ☐ Title Report – A current title report covering the property.
- ☐ Appraisal Report – A current appraisal or another indicator of property value. Appraised value should be equal to or greater than the proposed purchase price. Any purchase price that is over the appraised value must be justified. If the applicant is seeking funding towards a conservation easement or other real property interest, the appraisal should reflect that value.
- ☐ Proposed Resource Management Plan - Plan for future stewardship, maintenance and operation of the property, including the City's rights and obligations (include estimated cost of maintenance, staffing and management). Include access plans, cultural activities, sensitive areas for protection, endangered species, archaeological or historic sites, to include among other things, human burials.
- ☐ Matching Funds and Verification - If matching funds are used, they may be in the form of direct monies, a combination of public and private funds, land value donation, in-kind contributions, or any combination thereof. An entity may apply for Funds while other applications are pending. Verification may be copies of grant applications submitted to other sources (and the status of these applications), contact information, or award letters.
- ☐ Letter from the current fee simple owner of the property interest that states a willingness to sell the property.
- ☐ For nonprofit land conservation organizations:
  - ☐ mission statement, and
  - ☐ IRS 501(c)(3) or (c)(1) non-profit status determination letter
- ☐ Any other concise and relevant appended/supplementary materials.